

## **GUIDELINES FOR PREPARING LEGISLATIVE PROPOSALS**

**0532**

(No.1 January 1998)

The first step in preparing legislative proposals is to prepare a legislative concept paper that is not more than two pages long and includes pertinent information. **See Section 0532.1, Legislative Concept Papers, and Sample Legislative Concept Paper** below. The legislative concept papers will be presented to the Executive Management Committee which will determine if the concept should be developed into a comprehensive legislative proposal. The format is available on disk at the Office of Legislation.

### **LEGISLATIVE CONCEPT PAPERS**

**0532.1**

(No.1 January 1998)

#### **Date:**

Date prepared.

#### **Title:**

A one-line description of the subject of the proposed bill to be used for identification.

#### **Statement of Problem:**

A brief description of the problem. This statement should not exceed a few sentences.

#### **Proposed Solution:**

A short discussion on how the department can solve this problem with legislation.

#### **Consequence of Inaction:**

State the impact if the problem is not rectified through legislation.

#### **Alternatives:**

Describe alternatives other than legislation for correcting the problem. Specifically address why administrative/non-legislative alternatives will not work.

#### **Others Affected:**

List other departmental entities that are affected either by the problem or by the solution. Also list other state departments that may be significantly impacted.

**History:**

Describe any earlier attempt to correct the problem. Include the reason(s) the attempt(s) failed.

**Fiscal and Economic Impact:**

An explanation of the projected costs or savings.

Each legislative concept paper must be signed by the Chief, Office of Legislation and the Department Director.

**LEGISLATIVE PROPOSALS****0532.2**

(No.1 January 1998)

Once your legislative concept paper is approved, a legislative proposal is to be prepared and submitted in hard copy and on disk to the Office of Legislation using the following guidelines **See *Sample Request for Approval of Proposed Departmental Legislation* ([see exhibit](#)), and Section 0532.3, *Legislative Surname Process*** . The format on disk is available from the Office of Legislation.

**Department**

Forestry and Fire Protection (CDF).

**Title**

A one-line description of the subject of the proposed bill to be used for identification.

**Bill Control No.**

Leave blank. The Office of Legislation will add the control number once the Resources Agency has issued one.

**Problem:**

A concise statement in nontechnical terms of the problem and of the necessity for legislation.

**Proposed Solution:**

In three sections: 1) existing law, 2) proposed change, and 3) justification.

**Existing Law:**

Outline in clear, nontechnical language explaining how these items are handled under current law.

**Proposed Changes:**

Outline in clear, nontechnical language explaining how the items would be handled under proposed change.

**Justification:**

State reason legislation is needed. Indicate results if legislation is not enacted. If alternatives are available and have been seriously considered, give reasons for not selecting alternatives. Give reasons why the state should have the responsibility for this program and why it should not be placed at another level of government.

**Arguments Pro & Con:**

Include a concise statement discussing significant effects and consequences of implementing legislation.

**Other Departments Which May be Affected:**

List any other state agencies which may be affected.

**Probable Support and Opposition:**

Indicate organizations, special interest groups, etc., that are likely to support or oppose the proposal.

**Fiscal Impact:**

The fiscal impact section describes the fiscal implications to CDF or other state entities.

Estimate the initial cost of implementation in the first year and the full-year cost for the succeeding fiscal years. Also state source of funds; i.e., state General Fund, a particular special fund, a specific federal grant. When funds are provided in the department's budget, indicate and identify.

If funds are not provided in the department's budget, state why they were not included. However, if the proposed bill does not require a state appropriation (i.e., negligible cost or costs which can be absorbed by the department), include a statement to that effect and indicate that funds for this purpose will not be requested in subsequent budgets. Identify person years (PYs) required to carry out proposal.

Indicate the amount and source of revenue if the proposal will result in additional revenues.

Proposals shifting costs or functions between the department and different levels of government (i.e., from state to local, etc.) should show the amount of savings to the originating organization and the amount of increased cost being shifted.

## Economic Impact:

The economic impact section describes the fiscal implications to everyone other than state entities.

Provide possible economic impacts to local government(s), federal government, the public, and other interest groups.

## Legislative History:

Include prior-year bills on subject. Give year, author, and bill number. If bill failed, include reasons, if known. If a similar proposal was previously submitted, give year and bill control number.

The following sections are located on the bottom of the first page of the analysis form:

**For Information Contact: Carol Williams Bryant, Chief, Office of Legislation, 653-5333**  
**Date:** *Indicate the date the proposal was prepared. If the proposal was revised, change the date.*

**Prepared by:** *Indicate the person who prepared the proposal.*

**NOTE:** Attach proposed language in double-spaced, underline/strikeout format. **See Sample Proposed Legislation ([see exhibit](#)).**

## LEGISLATIVE SURNAME PROCESS

**0532.3**

(No.1 January 1998)

All analyses, enrolled bill reports, letters, reports to the Legislature, concept papers and proposed legislation to be forwarded to the Resources Agency and the Governor's Office must go through a review and approval process. The Office of Legislation will, using the surname strip shown below, obtain all appropriate surnames except section chief (box #1). It is expected that all analyses, reports, etc. received by the Office of Legislation will have been internally approved by the chief of the section prior to sending it to the Office of Legislation. Final review and sign-off to be obtained by the Office of Legislation will come from the Chief of Office of Legislation, Budget Office, Deputy Director for Legislation, Deputy Director for the program/section, and Chief Deputy Director.

SURNAME	1 Section Chief	2 Budget Office	3Ofc. Legislation	4D.Dir/Legislation	5 D. Dir/Section	6Chf. D. Director
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